

# Programme Administrative Assistant

Location: [Europe & the Middle East] [United Kingdom]

Town/City: Home Working

Category: Administrative Services

Job Type: Fixed term, Full-time

**\*Please submit your CV in English.**

## PURPOSE OF POSITION:

The Programme Administrative Assistant is responsible for supporting the WV United Leadership team in administrative tasks that would typically include assistance with the following:

- Recruitment of new hires and their onboarding and liaison with People & Culture for team related matters
- Set up and processing of contracts, processing of invoices for contractors, maintenance and payment of fees for United software
- Maintenance of spreadsheets for Budgets, Forecasts, Finance Chargeback and liaison with WVI Finance Teams and Partnership offices

In addition, this role would also be involved in providing similar Administrative Support for other Global Digital Platforms, as required by Senior Director, Global Digital Platforms.

## KEY RESPONSIBILITIES:

### ***P&C Co-ordination for WV United:***

- Assist with processes involved in recruitment of new hires across WV United.
- New Starter Processes and Onboarding of new hires.

- Liaison with P&C for team related matters, including equipment, policy, training.

***Finance Co-ordination for WV United:***

- Assist with processing and set up of expenses, contracts, invoices for contractors, suppliers and consultants on WV United.
- Maintain subscription of various tools and software used across WV United and ensure timely renewal.

***Budgets, Forecasts and Chargebacks for WV United:***

- Maintain and update spreadsheets for Budgets and Forecasts across Global Digital Platforms.
- Co-ordinate with WVI Finance and Office Finance teams for Chargebacks.

***Administrative Support for other Global Digital Platforms:***

- Assistance with tasks similar to those defined about for other digital platforms.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Diploma in Accounting, Business, Finance, or equivalent work experience.
- Typically requires 1-3 years of financial accounting and administrative experience, preferably in a multi-national environment.
- Effective in written and verbal communication in English.
- Proficient in use of MS Office tools.